

Chief, Office of the General Counsel

3 May 1954

Chief, Records Management Division
Management Staff/DD/A

Report of Records Management Survey

1. The attached report of survey pertaining to records maintenance and disposition planning for your Office is forwarded for your consideration and approval.

2. Tentative agreement was reached, with members of your Office, on the recommendations covered in the subject report. Following your consideration, the records analysts who prepared this report will discuss it with you at your convenience. In addition, they will be glad to assist in installing the proposed filing system and in training your personnel in its use.

3. For your information a copy of a schedule for the deposit of vital materials, which has been approved by your Office, is included as Appendix C of this report.

4. The records analysts, [REDACTED] 25X1A9a wish to express their appreciation for the cooperation given them by your staff and operating personnel.

[REDACTED] 25X1A9a

Attachment
Survey Report of the
Office of the General Counsel

MS/FMD/RDB/RR:pj